



NORTH CAROLINA EDUCATION LOTTERY COMMISSION

John R. McArthur
Commission Chairman
Director

Tom Shaheen
Executive

The following positions are available at the North Carolina Education Lottery. All candidates **must** complete a State Government Application (PD107) which can be accessed at www.osp.state.nc.us/jobs/gnrlinfo.htm#app. Completed applications may be mailed to:

Employment Opportunities
North Carolina Education Lottery
56886 Mail Service Center
Raleigh, NC 27699-6886

Or, e-mailed to: NCELEmployment@lotterync.net

The North Carolina Education Lottery ("NCEL") is an at-will, Equal Opportunity Employer.

Previously Posted:

Claims Representative (1 position – Raleigh Region): The purpose of this position is to provide support in the area of prize payment to players and administrative support to the Claim Center Manager. Duties include, but are not limited to: typing and composing correspondence, compiling information, formulating spreadsheets, maintaining records and performing other tasks as assigned by the supervisor. High School Diploma (or GED) required, (Associate's Degree in Secretarial Science preferred) with three to five years of clerical or administrative experience. Job Band 6 (\$22,000 - \$42,000), depending on knowledge, experience, skills and salary history.

Retailer Sales Specialist (1 position – Corporate Office): The purpose of this position is to perform telephone sales, to assist retailers in maintaining proper inventory levels, auditing work, preparing and maintaining records, and performing additional tasks as assigned by the Retailer Sales Manager. High School Diploma (or GED) required, Associate's Degree in Business Administration or Marketing preferred. One to two years of telephone sales, customer service and data entry experience, good organizational skills, solid verbal and written communication

skills, experience in operating telecommunications equipment and strong Excel and Word experience. Job Band 5 (\$32,000 - \$52,000), depending on work experience, skills and, salary history.

Data Analyst (1 position – Corporate Office): The Data Analyst's role is to plan, design, develop, and launch efficient business, financial, and operations systems in support of core organizational functions and business processes. This includes gathering and analyzing data in support of business cases, proposed projects, and system requirements. Thus the Data Analyst is also responsible for generating and compiling reports based on their findings, complete with data gathered from Business Objects database; Implements and participates in testing, verification and acceptance of the systems and provides support of the design and setup of clients. Bachelor's Degree in Business, or related field. Ability to analyze data; Prior experience with Business Objects applications. Experience with Lottery gaming software and SQL a plus. Candidate must have the ability to document work clearly and efficiently, meet deadlines and be aware of schedule-drive tasks, juggle many tasks in a fast paced environment, have excellent problem solving and communication skills. Job Band 4 (\$39,000 - \$59,000)

Software Quality Assurance Analyst (2 positions – Corporate Office). The purpose of this position is to develop, publish and implement test plans for proposed software enhancements to the NCEL's gaming system. Will write and maintain test phases with applicable scripts and results. Executes test procedures/cases for software modifications to ensure compliance with change specifications, generation of accurate transactions, works properly in conjunction with other functions and programs, correctness of functionality (as implemented), completeness and quality, reviews and provides feedback on the quality of test developed from the deliverables both for completeness and efficiency, participates in defining testing: methodology, plans, design, case and scripts. Bachelor's degree in Computer Science or relevant discipline preferred. Two to three years of quality assurance testing experience, or any equivalent combination of education, training, and experience which provide the requisite knowledge, skills and abilities for this position. Job Band 4 (\$39,000 - \$59,000), depending on knowledge, experience, skills and, salary history.

Systems Manager (1 position – Corporate Office): The Systems Manager's role is to oversee the functionality of the Enterprise Series Dashboard and the Internal Control System (ICS). Managing the NCEL's major gaming contract which encompasses all gaming systems software, retailer equipment, associated terminal communications, and a variety of retailer support services. Directly oversee the day-to-day gaming systems software development and maintenance work. In addition, manage and cultivate the ICS Operators. Oversee the draw processing for the PowerBall, Carolina Pick 3, and Carolina Cash 5; For all Gaming applications, develop and maintain a comprehensive package of business and systems documentation. For each major process within each

application, documentation will consist of narrative overviews, business rules, high level flow charts, detailed flow charts, all charts showing process inputs and outputs, including interactions with other applications. Bachelor's Degree in Computer Science, or equivalent. Four years professional experience, Gaming Systems experience preferred, or any combination of education, training, and experience which provides the knowledge, skills, and abilities for this job. Job Band 3 (\$50,000 - \$90,000).

Internal Control System (ICS) Operator (1 Position – Corporate): The purpose of this position is to ensure that Vendor's Online Gaming System has processed all transactions properly. It also provides a basis of providing information to the Lottery (reports, data files, etc.). Will assist in the daily operations of computer systems and reporting hardware problems as well as assisting in the recovery activities necessary to restore normal operations. Two year technical college degree or comparable experience; or any equivalent combination of education, training, and experience which provide the requisite knowledge, skills and abilities for this job. Must be able and willing to work alternate 12 hour shift schedule. Job Band 4 (\$39,000 - \$59,000), depending on knowledge, experience, skills and, salary history.